

24 June 1970

MEMORANDUM FOR THE RECORD

25X1A9a

SUBJECT: Meeting with [REDACTED] Chief, Records
Administration Branch/SSS/DDS

25X1A9a

1. [REDACTED] has been interested in approaching the Building Planning Staff concerning the records management program, current Agency records storage problems, and new storage techniques. Sometime ago he drafted a memorandum to BPS. On discussing it with [REDACTED] SSS/DDS, the latter stated that BPS had not requested this information, and it was his opinion that SSS/DDS should not go forward with an official position on these matters until it was known just what information might be required and thus requested by BPS.

25X1A9a

25X1A9a

25X1A9a

2. The various meetings which BPS officers have held with [REDACTED] DC Records Administration Branch, were referred to. [REDACTED] appreciated our initiative and our determination to keep him and his staff informed of any Building Planning efforts related to his responsibilities. He noted in particular, the exchange of information which we have had concerning secure storage equipment and mobile automated equipment.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

3. [REDACTED] earlier deductions in talking with [REDACTED] and myself were reaffirmed with [REDACTED]. The type of wall storage in which BPS has a current interest could save 20 percent of the floor space presently required for equal records storage space in confidential file cabinets and safes. [REDACTED] added that one foot of shelving space either by cubic or linear measurement is generally calculated to cost \$1. The equivalent amount of shelf space with automated movable shelving costs \$5. However, the amount of aisle space saved by the use of either mechanical or manually operated mobile shelving would more than make up for the difference in cost.

25X1A9a

4. [REDACTED] stated that records storage requirements should receive the continuous attention of BPS. He made specific reference to 3 subjects of which we should be aware.

25X1A9a

a. Construction for housing the emergency vital documents requires 8,000 linear feet of shelving. When aisles are included the total area required to house the emergency vital documents is currently 3,000 sq. ft. [REDACTED]

CONFIDENTIAL

25X1A6a

is firmly convinced that if BPS plans the construction of an emergency center [REDACTED] space must be considered to house the vital document collection. I informed him of my earlier discussions with the former Agency Emergency Planning Officer concerning former plans and the possible future inclusion of an emergency center in a structure at the Headquarters site. He added that certainly in such a case space for the vital documents must be considered.

25X1A6a
25X1A9a

b. The fact that Agency Archives are located at [REDACTED] is considered an unnecessary expense for the Agency [REDACTED]. The regular two runs per day by the courier plus special trips for researching archival material is a drain on personnel time which could be saved if the Archives could be located in the Headquarters area. He added that the Archives would require 4 to 5 thousand sq. ft. (I did not bring out the subject of cubic feet, but the archival space [REDACTED] has a very high ceiling.)

25X1A6a

25X1A9a

c. Supplemental distribution of Agency documents which calls for an extensive holding of multiple copies poses problems of which BPS should be aware. [REDACTED] commented that the 20,000 cubic feet provided by the National Archives to the Agency on a temporary basis at Suitland, Maryland, was recently reduced to 15,000 cubic feet. I advised him that BPS was well aware of this particular collection and the efforts presently being made to relocate it [REDACTED] by December 1970.

25X1A6a

25X1A9a

[REDACTED]
Chief,
Building Planning Staff, OL

Distribution:

Orig - OL/BPS/Information Handling-Storing
1 - Chrono

OL/BPS: [REDACTED] lj/3553 (24 June 70)

25X1A9a

CONFIDENTIAL

CLASSIFICATION

MICROFILMING PROPOSAL FOR EVALUATION										DATE	
TITLE OF FILE (or brief description)						CUSTODIAN OF FILE				EXTENSION	
						OFFICE					
						FILE LOCATION (Room No. and Building)					
PRESENT VOLUME (cu. ft.)			NUMBER OF REFERENCES PER MONTH				ESTIMATED ANNUAL DEPOSIT (cu. ft.) TO THE RECORDS CENTER				
HQS.		REC. CENTER		HQS.		REC. CENTER					
SIZE OF RECORD						RETENTION PERIOD OF FILE					
						IN OFFICE SPACE				IN CENTER	
LETTER		PLANS		AOP TAB PAPER							
LEGAL		MAPS		OTHER (specify)							
CARD		ENG. DRAWINGS									
ARRANGEMENT OF FILES (alphs, numeric, chrono, etc.)						SCHEDULE NO.		ITEM NO.			
CONDITION OF FILE											
GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER						POOR COPY, STAPLED, ACCO FASTENED. VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER					
REMARKS											
SIGNATURE OF RECORDS OFFICER											

FOR USE BY RECORDS MANAGEMENT STAFF ONLY